

California Senate Fellows



Instructions to Recommenders

_____ (name of applicant) is requesting that you write a letter of recommendation in support of her/his application to the 2007-2008 California Senate Fellows program. The fellowship is jointly sponsored by the Center for California Studies at California State University, Sacramento and the state Senate. The postmark deadline for all application materials is **February 28, 2007**.

Fellows earn 12 units of graduate credit and serve as full-time legislative staff assigned to Senate offices in the Capitol. They conduct research, develop legislation, analyze bills, write speeches and press releases, meet with lobbyists, and assist with constituent inquiries and casework.

There are many desirable characteristics associated with prospective fellows – including maturity; intellectual ability; initiative; flexibility; integrity; poise; civic mindedness; and exceptional analytical, organizational, interpersonal, leadership, and written and oral communication skills.

We appreciate your thoughts regarding this applicant's potential for becoming a successful Senate Fellow. In preparing your letter, please follow these guidelines:

- If possible, use business letterhead and envelope. Include contact information if letterhead is not available.
- Date and sign the letter.
- Seal letter in envelope and sign your name across the seal.
- Return sealed envelope to the applicant so that it can be included with the rest of his/her application packet.

If you have any questions, please contact the David Pacheco, Director at (916) 651-4160 or (916) 278-5408 or visit the program Web site at www.csus.edu/calst/senate.

California Senate Fellows



2007-2008 Application

Postmark Deadline: February 28, 2007

Carefully read and follow these directions when completing your application to the California Senate Fellows program. You are competing within a highly qualified pool of applicants. A neat, thorough and complete application will make a good first impression and will increase the likelihood of your being invited to interview with the selection committee. Failure to comply with any of the application guidelines may result in an application being disqualified.

GENERAL INSTRUCTIONS:

Your application packet must be postmarked no later than February 28, 2007. There are no exceptions to the deadline. If delivered in person, complete applications must be received no later than 5:00 p.m. on February 28, 2007, and delivered either to Room 405 (Senate Rules Committee) of the State Capitol or to the Center for California Studies (Tahoe Hall #3046) at California State University, Sacramento. Applications sent via fax or email will not be accepted.

There are two ways of completing an application:

1) **PREFERRED:** You are encouraged to fill out your application using the Adobe Acrobat Reader fillable form posted on the program Web site (www.csus.edu/calst/senate). Follow the prompts for completing the application. Contact and educational information will be electronically submitted; however, you will print and sign the completed application and include it in the same envelope with the rest of your application packet.

2) Print a copy of the application from the program Web sites (www.csus.edu/calst/senate or www.sen.ca.gov/ftp/sen/fellows/_home) and manually enter the requested information. Please use a typewriter. Hand written applications are difficult to read and are strongly discouraged. Applications can also be obtained by calling the program office (916) 278-6906.

Enclose your **signed** application, written statement, college transcript(s) and letters of recommendation in one envelope and mail to **California Senate Fellows, State Capitol, Room 405, Sacramento, CA 95814**. (If there is a need to send recommendations and/or transcripts under separate cover, include a notation with the name(s) of the reference or college/university. Please note, however, that transcripts and letters of recommendation are subject to the postmark deadline.)

Please **do not staple** any part of your application and do not include a resume. Resumes will NOT be forwarded to the selection committee.

It is recommended that you request a Certificate of Mailing (PS Form 3817) from the U.S. Postal Service. If you do not receive e-mail or U.S.P.S. notification acknowledging receipt of your completed application by March 9, 2007, you should contact the program assistant at (916) 278-7693 or nahhasd@csus.edu.

WRITTEN STATEMENT:

Submit a personal statement, not to exceed three pages. The written statement is a vital part of your application packet and provides an opportunity to distinguish yourself from other excellent applicants. Your application will be strengthened with a carefully written and substantive personal statement. A hastily written statement with grammatical and/or typographical errors – or with mistaken references to other fellowship programs for which you are an applicant – will weaken your application. Be sure to proofread your statement for errors.

The selection panel is interested in learning about you, including your aspirations and why you are applying to the Senate Fellows program. Use your three pages to demonstrate your writing skills and to provide the selection committee with information that may not otherwise be apparent from your application. Do not simply repeat in narrative form the information that is already included in your application, and do not write a policy paper. Simply utilizing a one- or two-page statement prepared for another application is not the best use of this opportunity.

Written statements must be typed and double-spaced with a minimum font size of 12 points and margins of at least one inch. Your name should appear on the top of each page. Do not, however, include your Social Security Number.

TRANSCRIPTS:

Please enclose a transcript of record from each college or university attended. Copies of official transcripts are acceptable, as are unofficial transcripts downloaded from the Internet. Note, however, that **Internet-generated transcripts must include the student's name in the printed document.**

In order to ensure confidentiality of your personal information, **please remove/obliterate your Social Security Number** if it appears on one or more pages of your transcript(s).

LETTERS OF RECOMMENDATION:

Enclose three current letters of recommendation. At least two of the letters must be from persons who are not present Members or employees of the California Legislature. It is suggested that at least one of the letters be from a faculty member who is familiar with your academic work. Applicants who do not submit the required number of letters are ineligible for consideration.

Each person writing a letter must seal it in a separate envelope and sign his/her name across the seal. The sealed envelopes should be included with the rest of the application packet. Please provide a copy of the *Instructions to Recommenders* posted on the program Web site to each person asked to write a letter of recommendation.

Contact Information

Last Name	First Name	M.I.	
Street Address (Mailing)	City	State	Zip
Home Phone (xxx) xxx-xxxx	Work Phone (xxx) xxx-xxxx	Cell Phone (xxx) xxx-xxxx	
Street Address (Permanent)	City	State	Zip
Home Phone (Permanent) (xxx) xxx-xxxx	E-mail		

2007-2008 Senate Fellows Background Survey

The following information is requested on a VOLUNTARY basis and is confidential. This survey is used to evaluate our outreach and recruitment efforts. The information in the survey will NOT be available to the selection panel.

California State University, Sacramento does not discriminate on the basis of age, gender, ethnicity, race, color, national origin, religion, disability, sexual orientation, marital status, pregnancy, or veteran status in any of its programs or activities.

I. How did you hear about the Senate Fellows program? Check the appropriate response(s). Please be specific in your response.

- ☐ Newspaper (specify name of newspaper) _____
- ☐ Career center or career fair _____
- ☐ Former or current fellow _____
- ☐ Professor or academic staff (name) _____
- ☐ Internet _____
- ☐ Other (specify) _____

II. Select your ethnicity. You may select more than one.

AMERICAN INDIAN OR ALASKAN NATIVE: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

- ☐ Alaska native
- ☐ North American tribal affiliation or community attachment
- ☐ Central American tribal affiliation or community attachment
- ☐ Other South American tribal affiliation or community attachment

ASIAN: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- | | | |
|---------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Korean | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Laotian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Malaysian | <input type="checkbox"/> Other Asian |

BLACK OR AFRICAN AMERICAN: A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

- | | | | |
|---|--------------------------------|----------------------------------|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Black | <input type="checkbox"/> Haitian | <input type="checkbox"/> Other African/Black |
|---|--------------------------------|----------------------------------|--|

LATINO OR HISPANIC: A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

- | | |
|--|--|
| <input type="checkbox"/> Central American | <input type="checkbox"/> Puerto Rican |
| <input type="checkbox"/> Cuban | <input type="checkbox"/> South American |
| <input type="checkbox"/> Mexican, Mexican American/Chicano | <input type="checkbox"/> Other Latino/Hispanic |

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- | | | | |
|------------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Guamanian | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Samoan/Chamorro | <input type="checkbox"/> Other Pacific Islander |
|------------------------------------|-----------------------------------|--|---|

WHITE: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

- | | | | |
|-----------------------------------|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> European | <input type="checkbox"/> Middle Easterner | <input type="checkbox"/> North Africa | <input type="checkbox"/> Other White |
|-----------------------------------|---|---------------------------------------|--------------------------------------|

III. Year of birth _____

Name _____

2007-2008
CALIFORNIA SENATE FELLOWS

Postmark Deadline: February 28, 2007

Name _____
Last First Middle

What city do you consider to be your hometown? _____

EDUCATION

High School _____
Name City State Year graduated

Undergraduate Degree Only

College _____ Dates Attended _____
Major(s) _____
Minor _____ Cumulative GPA _____ Degree _____ Year _____

Other Colleges Attended

College _____ Dates Attended _____
Major(s) _____
Minor _____ Cumulative GPA _____ Degree _____ Year _____

College _____ Dates Attended _____
Major(s) _____
Minor _____ Cumulative GPA _____ Degree _____ Year _____

Overall undergraduate GPA _____

Do you plan to do further graduate work? Yes ☐ No ☐

Field _____ For what degree? _____

Occupational goal _____

Name _____

I. AWARDS, HONORS AND PUBLICATIONS:

Please list any academic, campus, community and/or professional awards, honors and/or publications. (Attach additional sheets as needed, but do not include a resume.)

II. CAMPUS, COMMUNITY AND PROFESSIONAL VOLUNTARY ACTIVITIES:

Please list your major membership, internship and other voluntary activities, including approximate dates and number of hours for each entry. (Attach additional sheets as needed, but do not include a resume.)

Name _____

III. WORK EXPERIENCE:

Please list all paid employment. Begin with your most recent work and include job title, employer, dates of employment, number of hours and a brief description of your responsibilities. (Attach additional sheets as needed, but do not include a resume.)

NOTICE:

All decisions of the Senate Fellows selection panel are final and confidential. Applications become the property of the California Senate Fellows program. If you are selected as a Senate Fellow, copies of your application packet, including written statements, transcripts and letters of recommendation, may be distributed to Senate offices requesting fellows.

CERTIFICATION AND SIGNATURE

I certify that all of the statements contained in my application are true, complete and correct to the best of my knowledge; and I am or will be 20 years of age by September 1, 2007. I understand that a Senate Fellow placement combines a graduate seminar with full-time work in a Senate office, and I am prepared in good faith to fulfill both commitments.

Signature

Date